Ending an Out of Home Placement
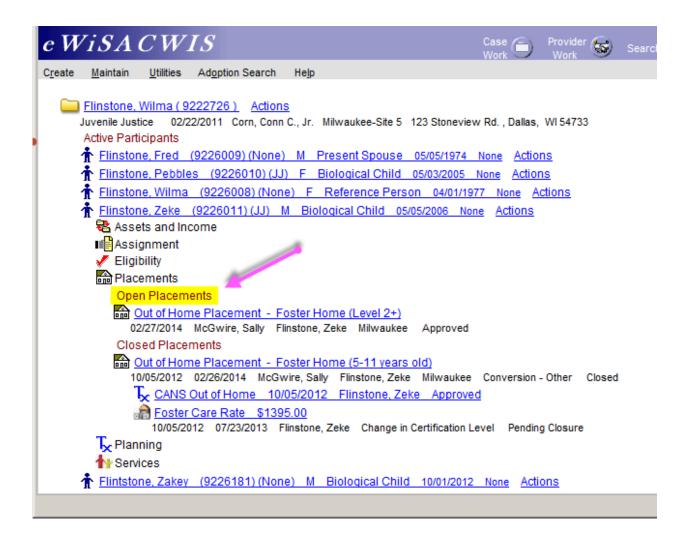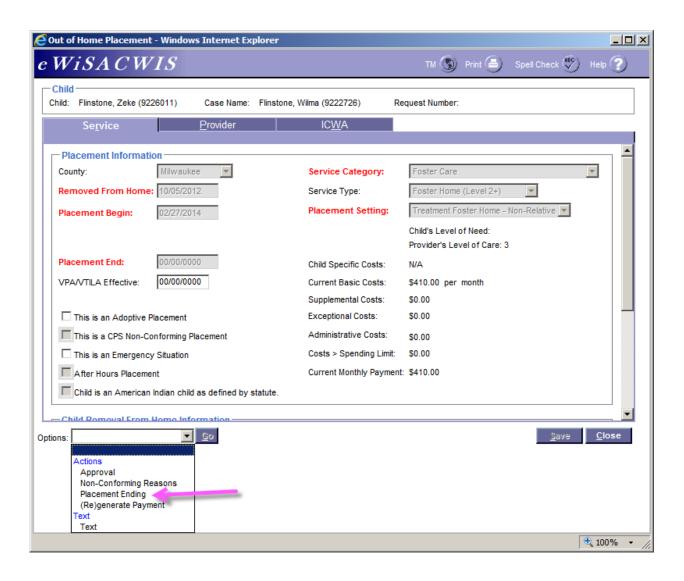
1. Select the Participant View check box and expand the Cases expando. Find the case where the Out of Home Placement requires ending.

2. Click on the yellow file folder icon next to the case name to expand all the participants and click the person icon next to the correct participant.

3. Click on the Placement icon to open all of the Out of Home Placements that exist for this child.

4. Click the blue hyperlink for the child's current open Out of Home Placement. The current open placement has a start date and no end date, and will be located under the "Open Placements" header (highlighted below). Clicking on this placement hyperlink will open the child's Out of Home Placement.

5. Click on the Options drop-down. Select the option of Placement Ending. Click the "Go" button. This will open the Service Ending page.
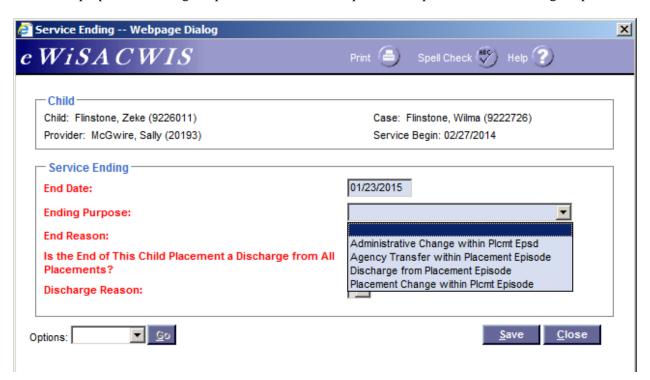
6. Enter in the date you want to record as the end of the placement.

   Note: The placement dates should reflect the nights the child slept at the provider (providers get paid based on the logic that "overnight gets the money").
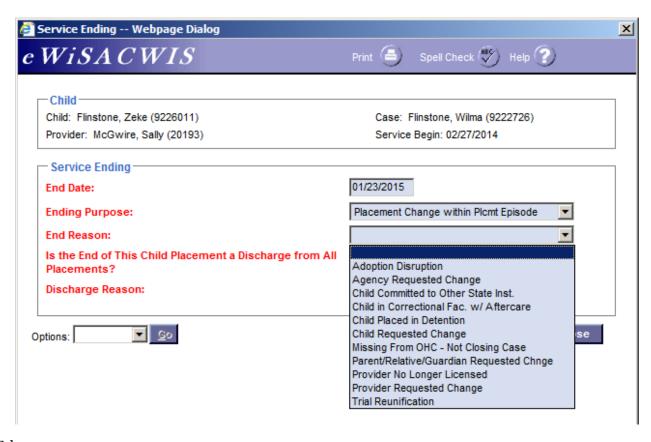
   As an example: If you moved the child from the provider's home on January 24, 2015, you would end the placement on January 23, 2015, as this was the last night the child slept in the provider's home.

7. Select the purpose for ending the placement from the drop-down list provided in the Ending Purpose field.

8. Select the reason for the ending of the placement from the drop-down list provided in the End Reason field. The "End Reason" field filters based on the Ending Purpose that is chosen.

9. Depending on the value selected for the Ending Purpose, you may be required to select a Discharge Reason.
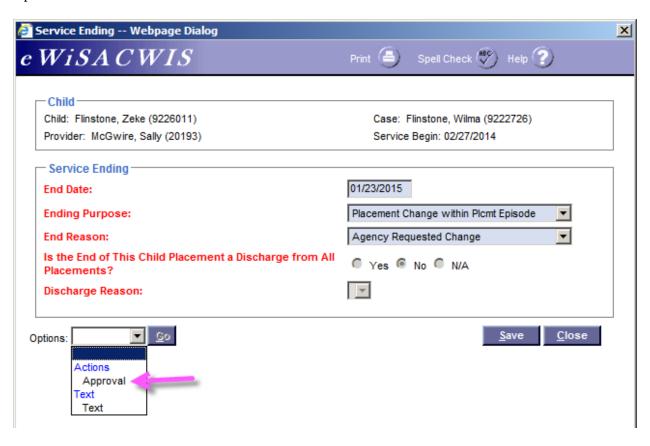
    Selecting "Placement Change within Plcmt Episode" as in the example above will not require you to select a discharge reason, as it is presumed the child will be entering another placement; therefore, the child is not being "discharged" from all placements.

To support Federal National Child Abuse and Neglect Data System (NCANDS) reporting, a Death Date field has been added to the Placement/Service Ending page. The field will dynamically display if a death is indicated on the page but will not be required. If a Death Date has already been entered on Person Management, the date will pre-fill to the page. If the Death Date is added or changed on the page then the Death Date field on Person Management will be updated after the Placement/Service ending has been approved. The Death Date field will always remain editable on Person Management but will freeze and will not be editable from the Placement/Service ending Page.

10. On the Service Ending page, select "Approval" from the Options drop-down. Click the "Go" button. This will open the Approval History page where you can complete the approval process for the ending of the placement.
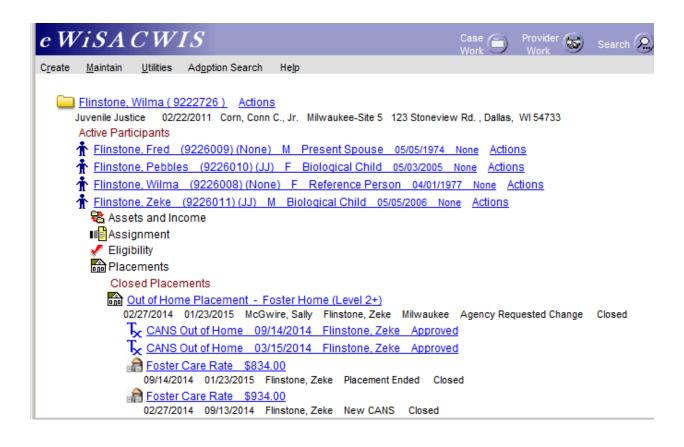
11. When ending the placement, the system will check to see if there is an open foster care rate attached to the placement. If there is an open foster care rate, you will receive the following informational message:
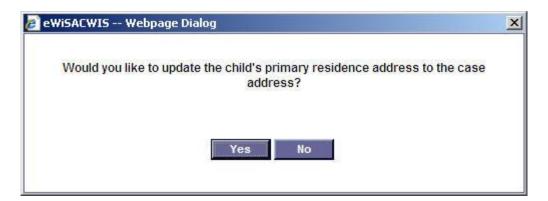

Clicking Yes to this message will allow the system to auto end the foster care rate with the same date as the placement is ending. Clicking No will stop the placement ending process and will allow you to make further edits either to the placement or to the foster care rate before proceeding.

12. The screen shot below shows what the Out of Home Placement and Foster Care Rate will look like on the outliner after final approval of the Placement End.
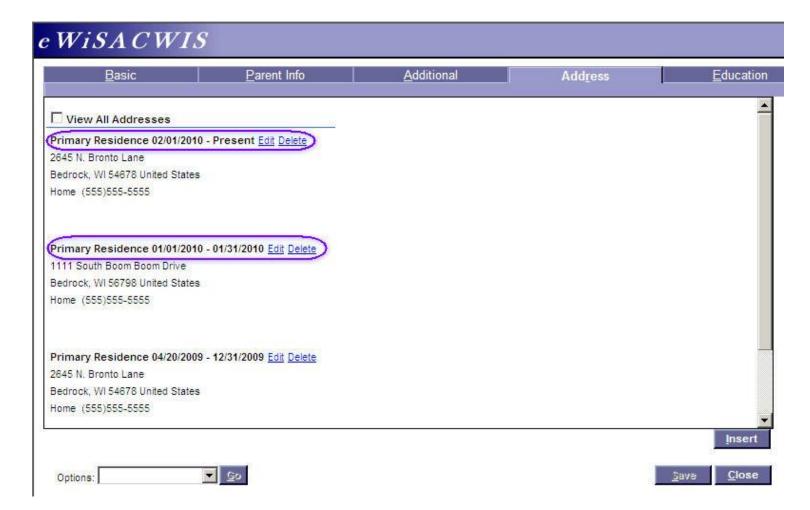
13. If the Placement End is a discharge from all placements then you will also be prompted with the message below. If the you click Yes, then the system will end the child's current Primary Residence address as of the ending of the Out of Home Placement, and will create a new Primary Residence address based on the child's original Case or "home" address.

   Note: If the child is moving from one provider's home to another provider's home then the system will end the existing address record and record a new address record reflective of where the child will be in care.
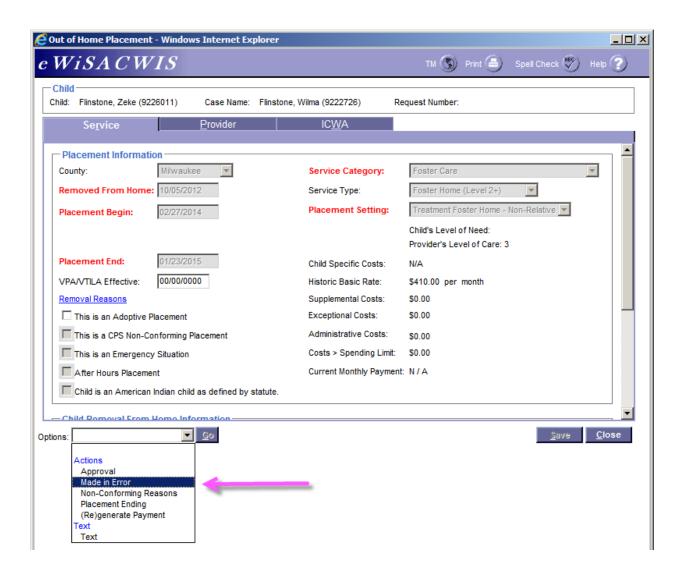

The image below illustrates a sample of what the address change might look like on a child that was reunified.

14. If it was decided that an error was made after the Placement has been ended, you can utilize the "Made in Error" option on the Out of Home Placement page. Go to Options, select Made in Error, and select Go.
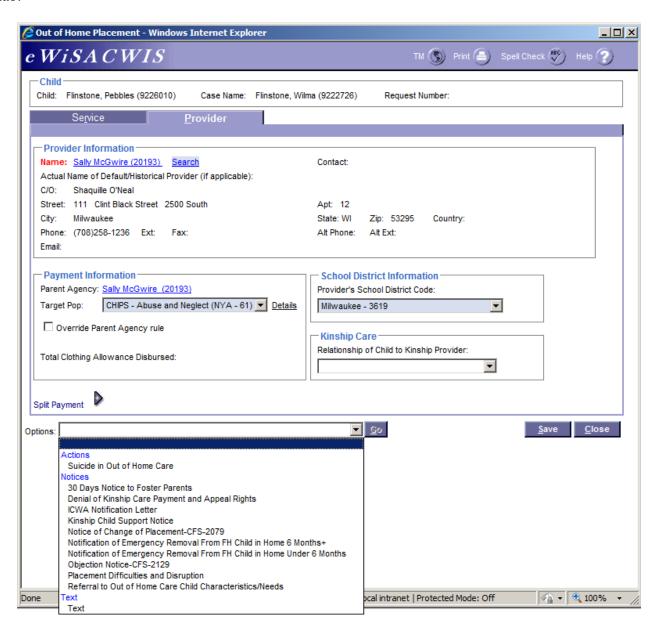
> **Note:** An approval level of 2 is needed in order to see this option.

15. Selecting Yes, will set the Placement, CANS, and Foster Care Rate to made in error. To still view these pieces of work, select the View Not Approved/Canceled checkbox on your desktop.

There are a number of notices that are available for use under the Options drop-down of the Provider tab.

16. The "Suicide in Out of Home Care" is an action that is available under the Options drop-down. Select the "Suicide in Out of Home Care" option and click 'Go' to launch the Serious Incident Notification page, when appropriate. This page is only used in the instance of a suicide in the Out of Home Placement episode. See the Serious Incident (Act 78) Quick Reference Guide for more details.